

RESTRICTED: MANAGEMENT

MINUTES OF THE ILF TRUSTEES BOARD MEETING HELD WEDNESDAY 5 JUNE 2013 at DWP, TOTHILL STREET, LONDON

Present:

Trustees Board: Stephen Jack (Chair)
Peter Cooke (Vice-Chair)
Mike Boyall (Treasurer)
Sally Sparrow
Sue Winterburn

In Attendance: James Sanderson, Chief Executive
Steve Jarratt, Finance and Resources Director
Gwenllian Williams, DWP
Pam Mellors, Minutes

Item 1: INTRODUCTION

1. The Chairman introduced the meeting, which was called for the sole purpose of receiving and approving the Reports and Accounts for the year ended 31 March 2013.

Apologies

2. Apologies were given for Yogi Amin and Marie Martin.

Item 2: CONFLICTS OF INTEREST

3. Trustees confirmed that there were no conflicts of interest to declare.

Item 3: CHAIRMAN'S BUSINESS

4. The Chairman had no items to bring to this meeting.

Item 4 REPORTS AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

5. Mike Boyall as Chairman of the Audit Committee presented the Reports and Accounts to the Board.

6. NAO had proposed a minor amendment to the Remuneration report as follows:-

Page 26 – 2012-13 Salary band of highest paid director’s total remuneration to read 90 - 95

Page 26 – para 1 to amend highest paid director to 90 – 95

Page 26 – para 2 to change remuneration ranged from £15k to £97k to read £15k to £93k

The Audit Committee agreed the amendments.

7. The Audit Committee **recommended** the Reports and Accounts to the Board. The Board **approved** the accounts and **authorised** them for issue. It was agreed that the Chairman, Vice Chairman and Treasurer should sign the Management Commentary, Statement of Accounting Officer’s and Trustees’ Responsibilities, and Statement of Financial Position on behalf of Trustees and that Sally Sparrow as Chairman of the Remuneration Committee should sign the Remuneration Report on behalf of Trustees. It was noted that the Chief Executive also signs the Annual Governance Statement as the Accounting Officer for the ILF.

8. The Chairman recorded his thanks on behalf of Trustees to NAO and Deloitte for their external audit work, to the Audit Committee for its work in reviewing the annual report and accounts prior to making its recommendation to the Board, and to the Finance and Resource Director and his team.

Item 7: ANY OTHER BUSINESS

9. There being no other business the meeting closed at 11.00 hrs.